

TESTING
General Information

I. REFERENCE.

USA VETCOM Food Analysis Diagnostic Laboratory Sample Submission Guide, Dec 2001

II. POLICY.

A. Subsistence contracts may require laboratory testing to assure that components and end items comply with the specification requirements. The component shall always be identified in connection with the end item when a request for testing is submitted to a Government laboratory.

B. Sample component(s) or end item(s) shall be tested by the applicable laboratory as specified herein, unless otherwise noted in the solicitation, contract, or applicable contract amendment.

1. Food items assigned to Army and Air Force personnel for inspection shall be tested by the U.S. Army Veterinary Command Food Analysis and Diagnostic Laboratory (VETCOM), or if overseas, a Major Overseas Command Laboratory (MOCL).

2. End item and component testing cited contractually, as Contractor paid USDA inspection or requested by the contractor, shall be performed by U.S. Department of Agriculture (USDA) laboratories.

3. Most packaging, packing, labeling, unitization, and marking materials (PPLU&MM) shall be tested by the Defense Logistics Agency (DLA) Laboratory located at the DSCP- Philadelphia.

4. All other appropriate testing needed, as requested, shall be performed by the U.S. Army Natick Research, Development and Engineering Center (SBCCOM).

C. The frequency for verification testing is one in every six lots; or as described in product solicitation/contract under Section E, Inspection and Acceptance. After randomly selecting one lot from a block of six, the succeeding lots not chosen will be included in making up the next block of six for random sampling. If less than six lots are produced, or if at the end of the contract, less than six lots are remaining, a random selection of one lot for verification testing shall be conducted.

D. Contracts for jellies and jam: In lieu of having to test each lot of finished product, the contractor need only furnish a Certificate of Conformance (CoC) stating compliance with CID requirements for Ash, Potassium Oxide (non-applicable to grape), and Phosphorus Pentoxide. The origin QAR shall verify the reliability of the contractor's CoC by submitting samples on a skip lot basis (one in six) to the USDA laboratory.

E. While DD Form 1222's are used with Verification Testing sample submission and USDA lab submittal forms with Government Acceptance Testing, an exception shall be made for first article sample submission. The QAR shall complete a DD Form 1222 for each first article submission, whether the product is under Government Acceptance Testing or Verification Testing. The QAR shall annotate the DD Form 1222 with "First Article".

F. Contractor's requests to visit the U.S. Army Veterinary Command Laboratories for discussions of methods of testing shall be directed to the Office of the Surgeon General's (OTSG) consultant for veterinary laboratory services (refer to III. Procedures, B. below).

G. All test results suspected or indicating supplies constitute a health hazard shall be reported by the laboratory by the most expeditious means available to the Contracting Officer, HQ-VETCOM, and DSCP-HSQ (T) and followed up with a written report to each of these offices.

H. Whenever examination for characteristics, such as sieve size or leakage, requires equipment which is not available to the Quality Assurance Representative (QAR), a "Special Request for Examination" shall be submitted on DD Form 1222, Request for and Results of Tests. Examination results shall be furnished to the QAR by the Government laboratory.

I. Upon telephonic notification, followed by a letter from the Test Evaluation Function (DSCP-HSQ (T)) or appropriate DSCP QAR, in which the status of a food item is changed to "OTHER THAN RELIABLE" (DOUBTFUL OR UNRELIABLE), the inspection activity shall sample the item involved on a lot-by-lot basis and request testing of the characteristic(s) causing the status change on a lot-by-lot basis and testing on a skip lot (one in six) basis for other characteristic(s). Any supplemental or contrary instruction shall be included in the copy of the status change letter.

J. Although several of the USDA Inspection Divisions may elect to distribute procedures to their field personnel using their own medium of distribution, the concepts expressed in this Subsection constitute the basis for the USDA procedures and are included herein to provide a policy document for the complete DPSC-H testing program.

III DEFINITIONS.

A. Certificate of Conformance (CoC). A CoC is a contractor's certification that the supplies are of the quality and quantity specified, and meet all the other respects in conformance with contract requirements.

B. Contractor Testing. Testing performed by the contractor or an independent laboratory for the contractor to determine conformity of an item to contract requirements.

C. Government Acceptance Testing. Testing performed at a Government laboratory upon a Government request to determine conformity of an item to contract requirements. Product acceptance is based on the Government test results.

D. Special Testing. Testing of a non-routine nature. A request for special testing is prompted by unusual or special circumstances (e.g., testing for the cause of swelling in cans).

E. Production Testing. Testing and inspection (examination and testing) of end items and components described by a new or completely revised specification, prior to procurement and production under contract.

F. Sample. A sample is one or more units submitted for testing as units, or for combining units to be tested as a composite.

G. Special Request for Examination (SRE). A Special Request for Examination by a Government laboratory is used to determine physical characteristics when the QAR lacks the facilities to perform examination.

H. Verification Testing. Testing performed at a Government laboratory to determine reliability of a contractor's test system for validity of the CoC.

IV. PROCEDURES.

A. Selection of Samples.

1. The contractor or the contractor's representative, at origin, should be present at the time the samples are collected; however, sampling shall not be delayed or postponed pending arrival of the contractor's representative.

2. Contractor shall not have prior knowledge of the sampling pattern to be used.

3. Unless otherwise stated in the contract/specification, samples shall be selected at random and independently of the contractor's selection. Contractor's selection of sample units adjacent to those selected by the Government are not considered to be randomly and independently selected.

4. The sampling pattern shall be varied each time sampling is conducted.

5. Samples shall be properly safeguarded to prevent any possibility of them being altered or violated.

6. Samples collected shall be preserved, packaged, packed, and shipped to assure that no changes affecting testing will occur in the samples from the time of collection until start of analysis by the laboratory. Samples requiring bacterial analysis shall be sealed immediately and forwarded to the laboratory promptly.

7. If the specification states that samples will be collected to form a composite sample to be performed in the testing laboratory, the QAR shall submit (but not composite) the number of sample units indicated by the specification to the applicable Government laboratory.

8. Standby samples shall be selected for all packaging, packing, labeling, marking, and unitization materials when specified in this manual or upon specific request by DSCP.

B. Submission of samples to laboratories by Veterinary QARs. The Veterinary QAR shall complete Section A, DD Form 1222 to accompany each sample. Samples shall be forwarded to the appropriate laboratory: All food samples shall be send to the VETCOM Laboratory or MOCL (for overseas) addresses listed below.

A. VETCOM Food Analysis and Diagnostic Laboratory

2472 Schofield Road, Bldg 2632
Fort Sam Houston, TX 78234-6232
DSN: 421-4604
Coml (210) 295-4604

Continental United States
(including Alaska and Puerto Rico)

B. VETCOM -Hawaii

Schofield Barracks Branch
Veterinary Service, TAMC
ATTN: Food Analysis Laboratory
BLDG 934, Duck Rd.
Schofield Barracks, HI 96857-5460
DSN: 455-8328
Coml (415) 561-4614

Hawaii and Western Pacific
(for ground beef, dairy and salads)

C. MAJOR OVERSEAS COMMAND LABORATORY -MOCL

MEDCOM Commander
10th Medical Laboratory
ATTN: Chief, Veterinary Laboratory
APO NY 09180-5000
DSN 761-7241/8300

2. All food/nonprescription drug samples submitted for verification of a suspected lous condition, the OTSG consultant for laboratory services shall be consulted to determine which VETCOM laboratory shall be utilized.

3. PPLU&MM and nonfood components of military rations samples. Any required samples shall be sent to the DSCP on-site DLA Laboratory, when required to the address listed below.

Defense Logistics Agency (DLA) Laboratory
700 Robbins Avenue, Bldg 5
Philadelphia, PA 19111
DSN-444-3246/3243

C. Submission of samples to laboratory by USDA Inspectors. USDA inspectors shall complete Section A, DD Form 1222 (for Verification Testing and all First Article samples) or USDA Laboratory Submittal Form (for Government Acceptance Testing) to accompany each sample and forward the sample(s) to the appropriate laboratory in accordance with the following:

1. Food to the USDA Laboratory of their respective activities.

USDA, AMS, Science and Technology Program
Commodities Support Laboratory
2311 B Aberdeen Blvd.
Gastonia, NC 28054
Telephone: (704) 857-3873
FAX (704) 853-2800

USDA, AMS, Science and Technology
Commodities Support Laboratory
610 N. Main Street
Blakely, Georgia 31723
Telephone (229) 723-3294
FAX (229) 723-3294

2. PPLU&MM to the DLA Laboratory when required by the contract.

D. Preparing Samples for Shipment. It is the QAR's responsibility to pack properly, refrigerate if necessary, and submit samples promptly so that they will arrive at the laboratory in an undamaged and not deteriorated condition. Returnable, reusable sample containers (Box, Plastic, Insulated Meat and Dairy Products Laboratory Sample... NSN: 8115-00-682-6525) are available to Veterinary QARs upon request through normal supply channels.

E. Forwarding Samples.

1. Package should not weigh more than 10 lbs. and should measure not more than 84 inches in length plus girth. If more than one package is required, each package shall contain one copy of DD Form 1222; all copies shall state the number of packages required for mailing the sample in remarks section (Block 18).
2. The Quality Assurance Representative shall personally forward samples to the Government laboratory as soon as practicable after selection. Samples should not leave the QAR's custody from the time they are selected until the time they are delivered to the Post Office, Express Company or other transportation company. If necessary, the QAR shall store and secure samples against tampering until samples are mailed.
3. Samples for verification testing of semi-perishable subsistence shall be submitted by surface mail unless the plant's test system has been declared "OTHER THAN RELIABLE" by DPSC-HSQ (T), in which case, the most expeditious means available shall be used. Samples for Government acceptance testing as well as perishable materials shall always be sent by the most expeditious means. It is the responsibility of the QAR to determine whether surface or priority mail is appropriate. Discussion with local postal officials or transportation officer will aid in determining the most expeditious means.

- F. DD Form 1222, Request For and Results of Tests, consists of an original and six copies. This form, when completed, is considered evidence that a sample was submitted and prescribed testing was performed by an authorized laboratory. It is essential, therefore, that all applicable information be entered on the form. This information shall include the number of units represented and the number of units submitted when samples are sent to the laboratory. All entries must be typed or printed. Instructions for preparation of the form are provided at the end of this Subsection (see Encl 1).
1. Section A – Request For Test. All samples submitted to USDA Lab (Verification Testing and First Article samples), DLA Lab, VETCOM or MOCL must be accompanied by DD Forms 1222 with Section A completed. Form is distributed as follows:
 - a. Original and four copies with attached carbons IN A PROTECTIVE COVER shall accompany the sample submitted to the laboratory.
 - b. One copy to DSCP, ATTN: DSCP-HSQ (T), 700 Robbins Ave., Bldg 6, Philadelphia, PA 19111-5092. In the case of verification testing, staple the applicable contractor's test report to the DD Form 1222.
 - c. One copy of the QAR's file.
 2. Section B Results of Test/Examination. Government laboratory shall perform tests or examinations, complete Section B of Form, and make distribution (see Encl 1 for Test Result descriptions).
 3. When a laboratory receives a sample unfit for testing and testing cannot be performed, one copy of the form shall be so annotated by the testing laboratory and forwarded to DSCP, ATTN: DSCP-HSQ (T). The laboratory shall then contact the QAR by the most expeditious means available and request an additional sample (e.g., "Sample received was unfit for testing due to (insert reason).")

*Upon receipt of this notice, the QAR shall submit the standby sample, or if not available, samples from the next lot produced by the plant and identify it as follows: "Alternative sampling for the sample no. (enter sample no. of unfit sample(s)) found unfit for testing."
- G. Cross Referencing Test Reports. When a lot of end items or components is common to two or more concurrent or consecutive contracts, the QAR is authorized to draw one sample to represent the respective contracts. DD Form 1222 shall be annotated with each contract number. This reduces laboratory costs, facilitates inspection and expedites shipments.

- H. Other Than Reliable Contractors. Whenever a contractor's test system status is "other than reliable" (doubtful or unreliable), the QAR shall expedite the forwarding of samples. The laboratory in turn shall give top priority to the testing and shall use the most expedient means available to forward test results.
- I. Contractor Withdraws Lot After Verification Samples Have Been Sent To Laboratory. If a contractor withdraws a lot after verification samples have been forwarded, the QAR shall notify each laboratory receiving samples by telephone, followed with written confirmation, to preclude unnecessary testing; information copy of written confirmation shall be sent to DSCP, ATTN: DSCP-HSQ (T).

REQUEST FOR AND RESULTS OF TESTS					PAGE NO.	NO. OF PAGES
SECTION A - REQUEST FOR TEST						
1. TO: <i>(Include ZIP Code)</i>				2. FROM: <i>(Include ZIP Code)</i>		
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i>				4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i>		
CONTRACTOR NUMBER				P.O. NUMBER		
5. END ITEM AND/OR PROJECT			6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED
10. MATERIAL TO BE TESTED	10 a. QUANTITY SUBMITTED		11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE	
13. PURCHASED FROM OR SOURCE			14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST		SAMPLE RESULT		REQUIREMENTS	
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST			SIGNATURE		

INSTRUCTION SHEET FOR DD FORM 1222

- J. SECTION A – Request For Test. This section shall be filled out by the QAR in accordance with the following when he/she requests laboratory testing:

BLOCK NO.

1. Name and address of laboratory to which sample is being submitted.
2. QAR's name, rank and/or symbol if different from information in Block 15. Address and telephone number of QAR's field office or base plant normally used for mail or messages. QARs shall insert the inspection responsibility code in this block (Military only).
3. Complete name and address of contractor and contract number as stated in the contract.
4. Name and address of plant from which sample is being submitted; state "Same" if identical to Block 3. List all contracts covered by sample. For samples submitted from destination, indicate name and address of plant that produced the item.
5. Complete nomenclature of end item as stated in the contract, e.g., type, class, grade, and size, as applicable. (Block 16 may be used as continuation of this block.) (If the contract permits an alternative type, style or grade, etc., the QAR shall request the contractor to indicate which alternative is being used, and the QAR shall so note in Block 16.)

Exception: If a component is being submitted for testing only the part of the end item nomenclature as described in the contract, or as stated in the appropriate DSCP-H Electronic must be included on the Form.

6. Assign sample number. Sample numbers on each DD Form 1222 shall be consecutive (DO NOT duplicate any of the numbers from previous 1222s). Precede each sample number with the station's four-digit inspection responsibility code number (Military only).
7. Enter contractor's lot number. A separate series of lot numbers shall be used for each component and item.
8. Enter reason for submitting sample, i.e.,

“Verification Testing (Reliable),”
“Verification Testing (Doubtful),”
“Verification Testing (Unreliable),”
“Production Testing,” “Retesting,”
“Certificate of Conformance (COC) (Reliable),”
“Certificate of Conformance (COC) (Unreliable),”
“Special Request for Examination (SRE)” or “suspect hazardous item.”
When the word “Special,” or “SRE” is used, explain in Block 16, giving authority and reason for submittal.

9. Enter date sample is actually shipped to laboratory.
10. Enter complete official nomenclature of sample being submitted. If the submitted sample is a finished product indicate “end item.” Block 16 may be used as continuation of this block.

10.a. Enter quantity and unit of sample submitted, e.g., 10 cans, 1 pound, 3 panels.

NOTE: If more than one shipping container is used to ship the sample, enter number used in Block 16.

11. If sample is a component, enter quantity of components and end item in the lot for the contract (or contracts) represented by sample (e.g., for strapping component, 10 coils (6,000 lbs.)). If sample is an end item, enter quantity of end item represented by the sample in units as per contract (e.g., 5,000 cans, 250,000 pouches, etc.).
12. Enter specification number, revision letter and amendment number (if any), for the item being tested.
13. Name and address of supplier of component (City and State), if applicable.
14. Means of sample transmittal (Surface Mail, Air Mail, Hand Carried, Express).
15. QAR’s name/grade and signature, and whenever possible. Veterinary Service OIC/NCOIC’s signature if submitted by military supervised inspectors.
16. ENTER ANY NECESSARY CLARIFICATION OF ENTRIES MADE IN THE REQUEST. Indicate tests desired/required. When Block 8 indicates contract deviation or waiver furnished, clarify as follows:

- a. SPECIAL TESTING. Pertinent information such as summary of closed and open package inspection results, consumer complaint (if applicable), and if food borne illness samples, detailed history and epidemiological data to include: number of people who were exposed and became ill, number exposed that did not become ill, date and time each person became ill, date and time each person became exposed that did not become ill, list of foods eaten within 36 to 72 hours prior to symptoms including the time they were eaten, list of predominant symptoms in order of precedence and their duration, physician's diagnosis and persons hospitalized.
- b. CONTRACT DEVIATIONS (OR WAIVERS). When test requirement does not appear in specification or contract clauses, indicate the test and requirements.
- c. EXAMPLES OF ADDITIONAL INFORMATION REQUIRED:
 - (1) Indicate whether test results are required to determine product compliance and whether preservative has been added to sample.
 - (2) Indicate approximate shipping dates, if supplies are accepted on Government test results.
 - (3) SPECIAL REQUEST FOR EXAMINATION. Indicate tests/examinations to be performed (in addition to test normally performed by lab) due to QAR's lack of facilities. Request that results of Special Request be furnished to the QAR.
 - (4) When submitting samples of case strapping, indicate the gross weight of the shipping case on which the straps will be used.
 - (5) Indicate the date of pack and manufacturer's code.

17. QARs shall list address to which the completed report should be sent if other than or in addition to that indicated in Block 2. The station's four-digit inspection responsibility code may be used (military only).

II. SECTION B – Results of Tests.

- A. This Section, showing the results of the tests, is used only by the laboratory performing tests, and shall be completed in accordance with paragraph C.
- B. Test results will be provided to the requesting activity as expeditiously as appropriate. See Enclosure 1 herein for Test and Test Results Terminology.

ENCL 1
SUBSECTION 207.1
DSCPM 4155.6

TYPE TEST	TEST RESULTS ARE:	NOTATIONS TO BE MADE IN BLOCK NO. 4, SECTION B 1/	COPY/COPIES TO:
1. VERIFI- CATION FOOD ITEMS	a. SATISFACTORY	Laboratory shall report the analytical results of testing on all copies or on a summary sheet.	1-QAR 1-DSCP-HSQ (T)
	b. UNSATISFACTORY	Laboratory shall report the analytical results of testing on all copies or on a summary sheet.	1-QAR 1-DSCP-HSQ (T)
	c. HEALTH HAZARD	Laboratory shall report the analytical results of testing on all copies on plus annotate form: "THE ABOVE TEST RESULTS (INDICATE WHICH RESULTS) INDICATE PRODUCT IS A HEALTH HAZARD. RECOMMEND TO CONTRACTING OFFICER THAT SUPPLIES BE REJECTED."	1-QAR 2-DSCP-HSQ (T) 1-DSCP-HS and DSCP-HR
	d. M/A – SAMPLE SUBMITTED BUT NOT TESTED	Annotate form: "NOT TESTED BECAUSE (INSERT REASON)."	1-QAR 1-DSCP-HSQ (T)
2. VERIFI- CATION- PPLU&MM TESTED BY DLA Lab	DLA Laboratory shall forward available copies of DD Form 1222 with a summary sheet, listing the reported test values and all unit test results included in the reported values, to DPSC, ATTN: DSCP-HSQ (T). DSCP-HSQ (T) shall distribute copies of reports and shall indicate significant non-conformances and all test results when Certificates of Conformance are unreliable, annotated with reference to the telephone call used to report the results to the QAR.		5-DSCP-HSQ (T)
3. SPECIAL EXAM/TEST REQUESTED BY QAR/DSCP-HSQ (T)	a. SATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)
	b. UNSATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)
4. IDENTI FICATION EVALUATION	a. SATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)
	b. UNSATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)
5. PRODUC- TION	a. SATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)
	b. UNSATISFACTORY	Laboratory shall report the analytical results of testing on all copies.	1-REQUESTOR 2-DSCP-HSQ (T)

1/ Analytical test results shall be recorded on DD Form 1222, or summary sheet, listing the reported values (listing may be attached to the form).

